

**THIS IS A RE-SOLICITATION. APPLICATIONS SUBMITTED FOR THE INITIAL SOLICITATION WILL BE REVIEWED ALONG WITH THOSE RECEIVED FROM THIS SECOND SOLICITATION. THEREFORE, PREVIOUS APPLICANTS DO NOT NEED TO REAPPLY.**

1. **SOLICITATION NUMBER:** 612-S-00-07-00024-00
2. **ISSUANCE DATE:** January 25<sup>th</sup> 2007
3. **CLOSING DATE/TIME:** March 2<sup>nd</sup>, 2007, 13.30 hrs Malawi Time
4. **POSITION TITLE:** **Strategic Information Advisor- USAID Malawi**
5. **MARKET VALUE:** Ranging from \$77,793.00 to \$101,130.00 per annum (GS-14 equivalent). Final compensation will be based on individual's salary and work history, experience and educational background.
6. **PERIOD OF PERFORMANCE:** Two years, beginning o/a April/May 2007
7. **PLACE OF PERFORMANCE:** USAID/Malawi, Lilongwe, Malawi
8. **SECURITY ACCESS:** Employment Authorization
9. **AREA OF CONSIDERATION:** U.S./ TCNs Personal Services Contractors

**10. POSITION DESCRIPTION:**

USAID/Malawi, is seeking a dynamic applicant to join the United States Government's (USG's) President's Emergency Plan for AIDS Relief or Emergency Plan (EP) Team in Malawi. The Strategic Information Advisor will work with the Team on HIV/AIDS activities and programs in Malawi. Strategic Information (SI) encompasses surveillance, monitoring and evaluation, targeted evaluations, and information systems and is a cornerstone of the USG President's Emergency Plan for AIDS Relief for ensuring progress toward the Emergency Plan targets.

**Duties and Responsibilities**

The SI Advisor will report on progress toward achieving the Emergency Plan targets, translate SI into improved Emergency Plan programming and delivery of services, provide accountability for use of Emergency Plan resources, contribute to the "third one"—one national monitoring and evaluation (M&E) system in Malawi and support internal and external capacity for use of SI in combating HIV/AIDS. The incumbent will work closely with partners, national stakeholders, and Ministry and National AIDS Commission officials providing SI technical assistance and leadership to inform national policies and strengthen national SI systems.

The SI Advisor will provide high quality assistance to USAID/Malawi and the USG Mission/Malawi in the development and implementation of strategic information systems to meet the needs of the President's Emergency Plan for AIDS Relief. The incumbent will serve as USG's primary Technical Advisor in monitoring and evaluation for country operations planning and reporting. They will also serve as primary technical advisor in SI to EP/Malawi and other USAID health implementing partners. The strategic information position is a full time position and will perform the following duties and responsibilities:

### **In Relation to the Emergency Plan**

- **Five Year Strategic Information Strategy:** The incumbent will coordinate the growth of the SI sections of the USG strategic plans for HIV/AIDS Programs (including any addendum to the 5 year Country Strategic Plan). The incumbent will work closely with other USG staff involved in HIV/AIDS SI and M&E activities to ensure that data generated by the SI systems are used for program planning, policy development, advocacy, and program evaluations. The incumbent will document how the SI investments are affecting program sustainability, capacity building, and the delivery of quality services.
- **Country Operation Plan Development (COP):** In close collaboration with the USG HIV/AIDS Coordination Team (HCT), the incumbent manages and coordinates SI-related processes required for the development of the annual COP; oversee the fiscal year and planning year target setting exercises conducted each year; and provides technical guidance on SI needs of the EP in Malawi. The incumbent will build implementing partner capacity to respond to SI requirements, review and assess the targets set by individual partners and ensure that they are ambitious, yet reasonable. The incumbent will be responsible for producing all summary targets for the given program areas in the COP, and ensuring that the final FY targets established are consistent with those included in the country executive summary. The incumbent will track the progress of results achieved by implementing partners against their targets and track overall progress in achieving the EP plan goals as outlined in the Malawi plan strategy and, when needed, recommending adapting targets to be consistent with appropriated budgets, country constraints, and new opportunities.
- **Program Monitoring and Reporting:** The incumbent is responsible for the timely and quality collection and reporting of EP's Program, Monitoring, Outcome and Impact Indicators. This requires the implementation and updating of country SI guidelines, standards, and manuals to ensure consistency with the latest Emergency Plan SI guidelines. The incumbent, in collaboration with the HCT team, will ensure that the Emergency Plan data and indicators meet benchmark data quality standards. S/he is the point of contact for auditors and program reviewers addressing reporting standards. The incumbent works closely with the HCT Coordinator and USG agencies to prepare annual and other required reports. They will also be responsible for responding to results measurement/indicator issues.

- **Communication:** The SI Advisor serves as the primary conduit for communication on SI issues, challenges, and policy questions. They will communicate directly with the SI TWG and are responsible for coordinating and facilitating the SI exchange with the HCT Coordinator, the HCT Team and USAID/Malawi M&E Advisor. The incumbent and the HCT Coordinator will work together with the US Embassy and other USG agencies in responding to Agency, Administration and Congressional inquiries and responding to any other ad hoc communications requests.
- **Coordination for Monitoring and Evaluation:** The incumbent serves as the EP representative to development partner coordinating bodies addressing monitoring and evaluation issues related to HIV/AIDS. The incumbent also works closely with Government of Malawi (GOM) officials responsible for monitoring and evaluation of HIV/AIDS programs. The incumbent is expected to establish and maintain a close relationship with all international development partner representatives and GOM officials working in these areas to ensure consistency and harmony of results reporting and to develop shared languages around issues of attribution. The incumbent will also work closely with the Agency's M&E Advisor to ensure coordination and collaboration on broader health issues, especially at the intersection of HIV/AIDS and complementary programs.
- **Other Reporting Requirements:** the incumbent assists the USAID/Malawi health team to harmonize USAID and EP monitoring and reporting requirements. S/he will assist the health team in developing scopes of work for partner and/or program evaluations and provide guidance on health evaluations and SI studies conducted by USAID/Malawi and/or its partners. Finally, the incumbent also assists the health team with related operational planning and answering ad hoc requests from USAID/Malawi front office, USAID/W or other external clients.
- **Partner Capacity Building:** The SI Advisor works with USG funded partners to strengthen their M&E and reporting capacity. The incumbent supports partners in their efforts to meet USAID and Emergency Plan monitoring and reporting requirements, through training and one-on-one site visits. In addition, a main component of this activity will be to show partners how to use M&E to improve their own programs, rather than just as a reporting requirement.

The SI Advisor may be required, on an as needed basis, to perform other duties as assigned in support of the overall responsibilities of USAID/Malawi Health Team and the HCT.

## 11. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA

### a) EDUCATION EXPERIENCE (10)

- Masters level (or higher) training in public health, public policy, epidemiology, demography, social or behavior science, surveillance and monitoring, data analysis and interpretation, data collection and reporting or related field.

**b) WORK EXPERIENCE (25)**

- Minimum ten years of work experience developing and implementing monitoring systems and conducting evaluations, preferably in developing countries;
- Experience with HIV/AIDS programs or related health service programs; experience of working with HIV/AIDS prevention and/or impact mitigation programs preferred.
- Experience of working with one or more international agency systems, preferably USG or UN agencies.
- Experience with the Emergency Plan's SI system highly desirable and conducting international M&E is a plus
- Relevance of prior experience to that stated in the Statement of Work

**(c) KNOWLEDGE (25)**

- Knowledge of monitoring and evaluation practice and methods through training and job experience.
- Knowledge of the Malawian or southern African HIV/AIDS context;
- Familiarity with public health and HIV/AIDS programming and data collection, analysis and presentation.
- Knowledge of monitoring and surveillance systems and knowledge of current Monitoring and Evaluation issues working in resource source and data poor environments. General Knowledge of Malawian public sector health system and its affiliate agencies, donors and related private sector program would be an asset.

**(d) ABILITIES and SKILLS (40)**

- Evidence of excellent interpersonal, facilitation and team building skills/experience will be required.
- Excellent communication skills in English, written/verbal and diplomacy. Level IV (fluent) English is required.
- Excellent leadership, management, coordination, interpersonal and teamwork skills.
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Must have the ability to obtain, analyze, organize and interpret data and present findings in both oral and written form.
- Presentation skills and diplomacy are critical. Must be able to prepare precise and accurate reports and to develop and present briefings.

- Basic skills in the operation of computers and software program applications authorized for use (including Excel, PowerPoint, and Word) are necessary.
- Management skills to develop, implement and oversee PMI programs, including internal financial and administrative management and management of partners.
- Demonstrated ability to develop and maintain a good mix of contacts at government, district and community level.
- Sound judgment combined with a mature and professional demeanor is a necessary trait
- Ability to work under pressure to meet project deadlines or date for special events.
- Ability to work within other crosscutting issues guiding development work in Malawi.

## **12. Position elements**

a. Supervision received: The incumbent will report to the USAID/Malawi HPN Team Leader or their designee. The incumbent is expected to be able to exercise considerable independent judgment in carrying out assigned tasks and to be able to function effectively within a multicultural and interagency agency environment. As a senior technical advisor, s/he should work independently on key tasks, and also keep managers and colleagues fully apprised on the status of work assignments. Assignments are often self-generated and made in terms of a review of goals and objectives to be achieved and the results expected. S/he participates as a member of officially-empowered USAID/Malawi HPN Strategic Objective.

b. Available guidelines: The ADS and USAID handbooks (where ADS guidance is not yet available), USAID Mission Orders, administrative procedures and regulations.

c. Exercise of judgment: Considerable judgment is required in planning and evaluating the relevance and reliability of information; and in organizing and presenting data during the preparation of documents. Must use sound judgment in recommending terms of reference for new and continuing activities for funding; selection and training of USAID staff; reporting to the Ambassador and the Mission Director on critical events in the SI sector.

d. Post-entry training: USAID accounting and financial management course or equivalent is recommended. Certification as Cognizant Technical Officer will be required. On-the-job training on financial management and procurement procedures is desirable. In-house training in Excel, Word and PowerPoint software applications, as needed.

e. Authority to make commitments: The incumbent has authority to indicate/negotiate USAID interests and assistance for activities which, after appropriate approval, can lead to commitment of USAID resources.

e. Nature levels and purpose of contacts: The incumbent will be expected to accompany the Team Leader or Mission Director on occasion to visit GOM officials at the highest levels in government, private sector, and the NGO sectors. The incumbent will be expected to dialogue with a wide variety of persons including the Secretary of Health, the heads of Departments within the Ministry of Health and the Ministry of Education, district officials and high level visitors from the US and other bilateral and multi-lateral donors, research community, NGOs, National AIDS Commission in order to develop M&E systems, improve policies for gathering information on local programs and sharing information on data management, related to maternal, reproductive health, child survival, TB and HIV/AIDS. S/he participates in substantive discussions and negotiations of M&E design/implementation issues and matters of national health and communication policies and strategies.

f. Supervision exercised: Provides leadership and specific supervision to selected technical advisors within the SO8 team as deemed appropriate and advantageous to the program.

g. Time required to satisfactorily perform full range of duties after entry into the position: One year.

### **13. LIST OF REQUIRED FORMS FOR PSCS**

Forms outlined below can be found at  
[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/psc\\_solicit/](http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/)

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). \*\*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*\*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*\*
5. Finger Print Card (FD-258). \*\*

\* Standardized Regulations (Government Civilians Foreign Areas).

\*\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

### **14. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS**

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website  
[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/psc\\_solicit/](http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/) to determine which CIBS apply to this contract.

## **15. BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

### **BENEFITS:**

Employee's FICA Contribution  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Eligibility for Worker's Compensation  
Annual & Sick Leave  
Access to Embassy medical facilities, commissary and pouch mail service

### **ALLOWANCES (If Applicable):**

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Educational Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Educational Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

**As of October 2006 USAID/Malawi benefits include 20% post differential and 15% COLA.**

## **16. INSTRUCTIONS TO APPLICANTS:**

- a) Interested individuals are requested to submit U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov>, or at Federal offices);
- b) Applicants are required to provide three references with complete contact information and a current resume or Curriculum Vitae (CV) as an attachment.

c) All applications should be submitted to Mrs. Pauline Rashid on e-mail: [lilongwehr@usaid.gov](mailto:lilongwehr@usaid.gov) or the following addresses:

If sent by international mail:  
USAID/Malawi  
P.O. Box 30455  
Lilongwe 3, Malawi

If sent via courier to:  
USAID/Malawi  
1<sup>st</sup> Floor, NICO House  
City Center  
Lilongwe 3, Malawi

If sent from the U.S.:  
USAID/Lilongwe  
Department of State  
2280 Lilongwe Place  
Washington, D.C.  
20521-2280

Attention: Pauline Rashid,  
Human Resources Assistant

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d) Please reference the solicitation number on your application and as the subject line in the cover letter.

e) Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts. Those documents can be found at:

[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/cib/subject.html#psc](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc)

f) Applicants should retain copies of all documentation which accompanies their applications for their records.